



# Job Description:

## 0.4 Lecturer in English



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REF: SL0050-837

### The role:

Southport Education Group is proud to deliver high-quality English Language provision to a diverse range of learners, including 16–19 students and adult learners, our programmes span GCSE English Language and English Functional Skills, supporting learners at every stage of their educational journey.

We are seeking to appoint an enthusiastic, well-qualified and forward-thinking English Lecturer who is passionate about inspiring learners and raising achievement. This is an exciting opportunity for a motivated professional who is committed to delivering engaging, inclusive and effective teaching that makes a real difference to students' lives.

You will ideally hold an advanced qualification in English (or an equivalent qualification supported by at least two years' experience teaching English Language GCSE), alongside a recognised teaching qualification. Above all, you will bring a strong commitment to your subject, your learners, and the teaching profession.

The successful candidate will be dynamic and innovative, with a fresh and creative approach to teaching and learning. You will play a key role in enhancing the student experience, motivating learners to achieve their full potential, and contributing positively to a collaborative and supportive team.

This role offers the opportunity to shape outstanding teaching and learning within Southport Education Group and to make a lasting impact as we continue our journey towards excellence. If you are ready to inspire, challenge and support learners while developing your own professional practice, we would love to hear from you.

In addition to a 0.4 permanent role, there may be an opportunity for a 0.4 temporary role. Therefore, please clearly state in your application which position you are applying for, including whether you wish to be considered for both.

### Responsible to:

The postholder is responsible to the Head of Division.

### Key Accountabilities and Responsibilities:

- To plan and prepare courses and lessons in the context of the subject's scheme of work to ensure all students are provided with every opportunity to realise their potential and achieve their aspirations and goals



- To teach, set and mark work appropriate to the needs of students to enable them to achieve the highest possible standards in their agreed learning programme
- To keep abreast of developments in the relevant subject(s)
- To support and contribute to the Southport Education Group enrolment process.
- To assess, record and report the attendance, progress and attainment of individual students through subject and Southport Education Group reviews, parents' evenings, progress meetings and references
- To liaise with other members of staff as relevant, Curriculum Leaders, Head of Division, Teachers, Program Coach, Progress staff, Learning Support staff and Careers staff
- To liaise with the Southport Education Group exam team to ensure accurate and timely entries for exams and coursework submissions
- To ensure students have access to appropriate enrichment to facilitate their progression, for example revision classes, enrichment activities and/or other certificated provision, guest speakers
- To attend and contribute to Staff/Subject Meetings/Open Evenings as appropriate
- To share in and support the discipline, attendance, mobile phone policy, progress and wellbeing of individual students in line with Southport Education Group procedures
- To encourage full attendance, managing the behaviour and discipline of students in your classes and the wider College environment.
- To provide guidance and advice to students on relevant subject matters as appropriate
- To liaise with Parents, Guardians and carers and other relevant supporting bodies identified by Southport Education Group personnel.
- To assist with career development as appropriate including providing information and subject specific references for UCAS and job applications
- To monitor and encourage the involvement of students in a wide variety of extension and enrichment activities
- To be actively involved in the Southport Education Group's continuous development programme ensuring personal progress and growth
- To participate in the Southport Education Group Quality Programme



- To ensure subject provision and resources meet all relevant Health and Safety requirements, being aware of your Health and Safety responsibilities and ensure completion of Health & Safety training as and when required as laid out in the Southport Education Group Health and Safety Policy
- To ensure subject provision and resources meet all relevant Safeguarding and Prevent requirements, being responsible for Safeguarding and Prevent and promoting the health and welfare of all Southport Education Group students as laid out in the Southport Education Group Safeguarding & Prevent Policy
- To contribute to the overall Southport Education Group Marketing provision
- To act in accordance with all agreed Southport Education Group policies and procedures
- To undertake any such other duties as may reasonably be required

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

| Qualifications and Attainments  | Essential/ Desirable | Method of Assessment |
|---|----------------------|----------------------|
| Possession of an advanced English qualification (or an equivalent combined with at least 2 years' experience of teaching GCSE English) with knowledge through experience. | E                    | A                    |
| Possession of a recognised teaching qualification/or readiness to undertake in-service training.  | E                    | A                    |
| Level 2 qualification or equivalent in Literacy and Numeracy (or willingness to undertake and achieve within 2 years).  | E                    | A                    |

| Experience   |   |     |
|--|---|-----|
| Previous relevant teaching experience on English GCSE programmes               | E | A/I |
| Evidence of successful achievement in terms of student outcomes                | E | A/I |
| Evidence of high standards of classroom practice                               | E | A/I |
| Possession of relevant knowledge and expertise in Technology Enhanced Learning | D | A/I |



| Knowledge, Skills and Attributes   |   |   |
|--|---|---|
| Enthusiastic and innovative teacher with sound knowledge of current English language GCSE syllabus curriculum  | E | I |
| Ability to support or work in English language GCSE subject area and across Southport Education Group team   | E | I |
| Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the Southport Education Group                              | E | I |
| Ability to work in a way that promotes the safety and wellbeing of children & young people   | E | I |
| To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"   | E | I |
| Positive, flexible and adaptable approach  | E | I |
| Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc. | E | I |

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£12,938.40 to £16,222.80 per annum

For information, the full-time equivalent is £32,346.00 to £40,557.00 per annum

#### Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of either 2 full, or 1 full and 2 half days, of a normal working week, including some evening work, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days (137 hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.



All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Friday 12<sup>th</sup> June 2026 (10:00am)**

**Interviews will be held: Monday 22<sup>nd</sup> June 2026**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

